

(5) Financial Statements.

b. Upon approval by Headquarters, MIMC, the carrier will be notified by letter. PPSOs are advised of approved carriers in the semiannual issue of the carrier approvals printout and by message updates.

-7004. Rates.

a. One-Time-Only rates for the movement of privately-owned mobile homes are obtained through competitive solicitation using the Mobile Home One-Time-Only (MOTO) Program.

b. Only Headquarters, MIMC, will solicit and negotiate MOTO rates from the carrier industry. PPSOs are precluded from directly accepting or soliciting MOTO rates from carriers. Exception: Local moves may be excluded from provisions of this solicitation.

\*c. MIMC will issue a solicitation containing rules and regulations pertaining to the preparation and movement of mobile homes. MTOP-T-M will furnish participating carriers with all the pertinent information for compiling an all-inclusive rate. The all-inclusive rate will include line-haul, tolls, surcharges, taxes, over-dimension charges, permits, anti-sway devices, escort services, transit axles with wheels and tires, temporary lights, household goods inventory, placement of the load, and requested origin and destination accessorial.

d. The following procedures are applicable for MOTO rates:

\* (1) Upon receipt of a request for the movement of a mobile home, the PPSO will provide MTOP-T-M the information contained in the MOTO Message Request Format (Figure 7-3). The message address for MIMC is: CDR MIMC FALLS CHURCH VA //MTOP-T-M//.

(a) During the initial counseling session, the member must specify which origin and destination services will be performed by the carrier, the type of trailer (including width, length, year, make, expando or doublewide), the number of axles with tires and the number of braking axles on the mobile home and any problems with the home or access to base site.

(b) MOTO requests should be made as soon as possible, but not less than 20 days prior to the pickup date. (Emergency requests will be handled as required.)

\* (2) MTOP-T-M, upon receipt of the MOTO request, will solicit all-inclusive rates from all DOD-approved mobile home carriers.

\* (3) MTOP-T-M will evaluate all competitive rate offers received from the carriers. The carrier that provides the services required by the member at the lowest overall cost will be awarded the shipment.

\* (4) MTOP-T-M will provide PPSOs with information by message (Figure 7-4 ) to be used as authority for preparation of a Personal property Government Bill of Lading (PPGBL) . PPGBLs will be prepared in accordance with instructions in Chapter 11. Both the tender number and the rate must be shown in block 31 the PPGBL.

\* (5) Shipments must be tendered to the carrier prior to the tender expiration date. A tender is valid for 30 days and can be extended. In the event that certain conditions (repairs, etc. ) prevent pickup, MTOP-T-M will be notified by the PPSO so action can be taken to extend the expiration date or resolicit the rate.

\* (6) MTOP-T-M will furnish participating carriers with all the pertinent information for compiling a rate. The PPSO, upon request of the member, may authorize carrier to perform additional requirements not included in the MOTO rate, either by third party service or negotiated rate. Semites performed must be listed on DD Form 1863 (Accessorial Services - Mobile Home (Figure 7-5) ) and certified by PPSO or member and normally shown on PPGBL.

\* (7) Known requirements for origin/destination SIT will be provided by PPSO on the original MOTO message request to MTOP-T-M; however, a carrier has the option to designate the storage site.

\* (8) PPSO will counsel member on the amount of excess costs, if any, after receiving the MOTO rate. PPSO must notify the mobile home carrier on all cancellations of MOTO movements no later than 48 hours prior to pickup (pickup time begins at 0800 hrs EST on the date of pickup) . A copy of the cancellation message will be forwarded to MTOP-T-M. Cancellation must be within 48 hours prior to pickup or carrier may bill for services ordered but not used.

7005. **Location of Carrier or Agent Facilities.** DOD-approved mobile home carriers are not required to have an agent or carrier-operated facility within the area of responsibility of an installation to be qualified to participate in mobile home traffic. The carrier shall be able to inspect each mobile home before movement and be responsive to the shipping requirements of the PPSO.

7006. **Carrier or Agent Facility Requirements.** A carrier may designate any storage facility to serve as its agent as long as the facility meets the minimum requirements below and is approved by the PPSO:

a. The area designated for storage shall be such as to prevent unlawful entry, pilferage, vandalism, and damage to the mobile home.

b. The area shall be clean, free from contamination, infestation, waste material, and refuse.

c. The area shall have adequate fire protection and be accessible for routine inspection.